RESUME FORMATTING:

LAYOUT AND DESIGN

- Font size between 10-12 points
- Standard, easy-to-read font (e.g. Times New Roman, Helvetica, Garamond) and layout
- Margins no smaller than 0.5inch
- Resume to fit on one page
- Resumes can be 1-2 pages for graduate students and 2-3 pages maximum for Ph.D. and postdoc students. Longer resumes may be relevant if you are applying to research positions or within the performing arts. Talk with a career advisor if you are unsure.
- Black and white unless you are sure the prospective employer has a color printer
- Bold, italics, bullets to be used in moderation
- Be consistent with font size, underlining, spacing, indents, emboldening, date formatting, spelling
- Check spelling and grammar; avoid contractions, abbreviations and slang
- Do not use pronouns
- Use reverse chronological order where appropriate

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AVOID COMMON RESUME ERRORS:

- Using passive language instead of action verbs
- Using full sentences and narrative style, instead of action-driven bullet points
- Including a picture or personal information such as marital status, sex, age or religious affiliation
- Listing all positions and activities, instead of selecting those relevant to the position
- Making it visually cluttered: be aware of white space; make it concise and quickly readable
- Forgetting to demonstrate results – quantify results where possible